

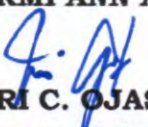


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM
MLA-2023 585

TO: **DR. KARINA LOUISE DE LA CRUZ**, Medical Officer III
MARYDEL CADIENTE, RN, Nurse II
CARMI ANN ALFORQUE, RN, Nurse II

FROM: 
NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent
8/23/23

SUBJECT: **MEDICS FOR THE 8th REGIONAL MANCOM**

Date: **August 23, 2023**

1. The abovementioned personnel are hereby requested to report to **Southview Hotel, Banilad, Dumaguete City** to serve as medics for the **8th Regional Management Committee Meeting (MANCOM)** scheduled on **August 25-26, 2023**.
2. Medics will be stationed at the Division Office outside office hours.
3. Services rendered after 5:00 pm during weekdays, and during weekends or holidays shall entitle the non-teaching personnel to 1.5 day compensatory overtime credit (COC) respectively, per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 for overtime services rendered upon submission of a duly accomplished daily time record (DTR).
4. The travelling and other expenses shall be charged against the Division/Local/School MOOE, all subject to the usual government accounting and auditing rules and regulations.
5. This serves as your **AUTHORITY TO TRAVEL**.
6. Widest dissemination and compliance of this Memorandum are desired.

NCO/JMA-MKP/SGOD/RBP/kldelacruz



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24 AUG 2023